

Memorandum of Agreement

**Lockheed Martin Idaho Technologies Company
and
Argonne National Laboratory-West**

INEL Fire Department

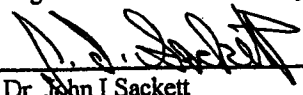

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**Memorandum of Agreement
between
LMITCO
and
Argonne National Laboratory-West

INEL Fire Department**

Approved by: Argonne National Laboratory-West	
	10/10/96
Dr. John I Sackett Deputy Associate Laboratory Director, ANL-W	Date
LMITCO	
	12/2/96
B. H. Childers Vice President/General Manager, Site Services	Date

1.0 PURPOSE

This Memorandum of Agreement (MOA) is an agreement between Argonne National Laboratory-West (ANL-W) and the Idaho National Engineering Laboratory (INEL) Fire Department which is operated for the INEL by Lockheed Martin Idaho Technologies Company (LMITCO). This MOA summarizes the responsibilities and interfaces between the INEL Fire Department and the ANL-W Emergency Response Organization. The primary responsibility of these organizations is to safeguard the employees working for and property of the Department of Energy (DOE).

This MOA does not create legal rights or obligations, impose legal obligations on any party hereto, or to confer legal rights on any party hereto or any third party. The intention of this MOA is to document the understandings of the involved parties as to the interface requirements applicable to transactions between the parties as required by DOE Orders, rules, regulations, as well as pursuant to other legal and regulatory requirements.

This MOA shall be reviewed annually as a minimum, and any changes to this agreement must be in writing, signed and dated by both parties.

2.0 ORGANIZATION

Lockheed Martin Idaho Technologies Company (LMITCO), under contract with the Department of Energy Idaho Operations Office (DOE-ID), is currently responsible for providing emergency services (INEL Fire Department) for the ANL-W Site. These emergency services include confined space/technical rescue, emergency medical services, protection of employees and property from fire and hazardous material spills/releases.

Argonne National Laboratory is the operating contractor for the Argonne National Laboratory-West (ANL-W) Site through The University of Chicago's contract with the Department of Energy Chicago Operations Office (DOE-CH) and as such is responsible for taking and directing emergency response actions for events which occur within or have the potential to impact the ANL-W administrative boundaries. DOE-ID provides oversight to any on-going emergency events that take place at ANL-W.

3.0 DEFINITIONS

3.1 Memorandum of Agreement

An agreement established between the LMITCO and ANL-W designed to delineate specific responsibilities for fire alarm response/fire suppression, rescue, emergency medical service, hazardous material response services, and associated training for the INEL Fire Department and ANL-W personnel (Emergency Response Organization [ERO] personnel as well as non-ERO members) as it relates to ANL-W.

3.2 Emergency Protective Services

Emergency Protective Services is a broad term encompassing all aspects of emergency response services provided by the INEL Fire Department: fire suppression, rescue, emergency medical, hazardous materials spill/release, fire protection and prevention services.

The mission of the INEL Fire Department is to prevent or minimize the direct and indirect consequences of a fire. This term includes aspects of the following as they relate to emergency response: explosion, smoke and water damage from a fire, natural phenomena (earthquake, tornado, lightning, etc.) and injuries.

3.3 , Backshift

Backshift, as it pertains to ANL-W, is anytime other than normal working hours. Normal working hours at ANL-W are 0800-1630 hours Monday through Friday. Holidays are considered as backshift.

3.4 Fire Detection and Alarm System

The electronic portion of the fire protection system comprised of the alarm console, wiring loops, auxiliary panels, detectors, flow switches, supervisory devices, horns, and other equipment required for complete system operation. Fire detection systems may also activate fixed fire suppression systems.

3.5 Fire Protection Systems

For the purpose of this MOA, a fire protection system is any fixed system designed to detect or extinguish fires, or to supply water for fire protection. This includes the ANL-W Site water supply system.

3.6 Fire Suppression System

A fixed system that dispenses an extinguishing agent on a fire. Water sprinkler systems, MET-L-X systems, halon systems, CO₂ systems, foam systems, argon systems, or dry chemical systems are examples of fire suppression systems.

3.7 Incident Response Team

A group of designated ANL-W personnel prepared to respond in a specific capacity to any time urgent or emergency event regardless of time, location at ANL-W, or complexity of event. The Incident Response Team will provide the capabilities necessary to respond to or support a response to any of a variety of time urgent or emergency events.

4.0 RESPONSIBILITIES

4.1 ANL-W Responsibilities

It is the responsibility of ANL-W to ensure that ANL-W facilities have an appropriate emergency response capability which is available on a 24-hour basis. The ANL-W emergency preparedness and response capabilities are described below.

Emergency Plans and Procedures - Develop, maintain, and implement an emergency management program commensurate with the ANL-W Hazards Assessment. This includes the preparation and maintenance of the ANL-W Emergency Management Plan, Emergency Plan Implementing Procedures, and the ANL-W Hazards Assessment in accordance with applicable DOE Orders and Federal regulations.

It is the responsibility of ANL-W to provide the INEL Fire Department with the documents, notifications and services listed below with copies of the following, as appropriate:

- ANL-W Emergency Management Plan and revisions
- ANL-W Hazards Assessment and revisions
- Facility Fire Hazards Analysis and revisions
- Notifications of outages
- Notifications of road closures
- Notifications of Fire Protections System improvements/impairments
- Notifications of introduction or removal of significant hazards
- Notifications of introduction or removal of high energy sources
- Notifications of all construction/processes that may impact the fire department
- Notifications of fire hydrant usage
- During dayshift, ANL-W Life Safety Systems (LSS) Group will operate the ANL-W Fire Alarm System
- During backshift, ANL-W Security will operate the Fire Alarm System
- Other notifications (confined space entries, etc.,)
- Review and provide technical assistance in the development/revision of ANL-W facility pre-fire plans

- ➔ Provide Fire Station #2 with a computer connection to the ANL-W network
- ➔ Provide ANL-W and facility specific training to the INEL Fire Department
- ➔ Provide landlord services to INEL Fire Station #2 (ANL-W Building 759)
- ➔ Provide a list of chemicals stored on-site (SARA Title III Report for ANL-W)
- ➔ Provide a list of areas which are approved for confined space and high angle rescue training

4.1.1 Management, Direction, and Control of Emergency Response Actions

During an emergency, it is ANL-W management's responsibility to ensure the following actions are taken:

- Immediate mitigation and corrective emergency response actions are taken
- Appropriate protective action recommendations are made to minimize the consequences of the emergency and to protect workers, public health, and safety
- Ensure continuance of appropriate actions until such time as the emergency response is terminated.
- Based on categorization of the event, activate necessary portions of the ANL-W ERO. As appropriate, ANL-W management will assume the role of Incident Commander.
- During backshift, ANL-W ERO coverage for the ANL-W Site is minimal. The Emergency Action Manager (EAM) may activate any portion of the ERO he deems appropriate. After determination that the ANL-W Emergency Command Center (ECC) is to be activated, it should be functional in the INEL EOC within two hours (120 minutes) or the ANL-W ECC within three hours (180 minutes).
- The ANL-W Emergency Management Coordinator will provide emergency planning, preparedness, and mutual aid activities for all contractors supporting the ANL-W ERO.

4.1.2 Emergency Notifications

ANL-W will be responsible for timely and accurate categorization/classification and notification and reporting requirements associated with an ANL-W originating event. ANL-W shall notify appropriate agencies and organizations in accordance with the ANL-W Emergency Management Plan and AWP 3.1 (Occurrence Reporting Procedures).

→ANL-W will provide, through the INEL Warning Communications Center (WCC), public information activities and coordination with the state, tribal, and local authorities for all ANL-W events categorized as an emergency.

4.1.3 Training, Drills, and Exercises

ANL-W will ensure an active program of emergency preparedness training, drills, and exercises for ERO personnel which may respond to ANL-W.

ANL-W will ensure that ANL-W ERO and the INEL Fire Department personnel are trained, at a minimum annually, on the ANL-W Emergency Management Plan and any potential hazards identified in the ANL-W Hazards Assessment.

ANL-W will ensure that ANL-W participates jointly with the INEL Fire Department in developing drill and exercise scenarios as well as evaluation criteria.

ANL-W will ensure ANL-W ERO and the INEL Fire Department participate annually in a drill or exercise. Drills and exercises shall be representative of the hazards that may be encountered at ANL-W.

ANL-W shall provide the INEL Fire Department training needs assessments, program development, scheduling of training sessions, and record keeping for training provided to ANL-W personnel.

4.1.4 Technical Rescue

ANL-W shall provide assistance to the INEL Fire Department in the form of qualified Rope Rescue technicians.

Qualifications in this area are in accordance with 29 CFR 1910.146, OSHA General Industry Standard: Permit Required Confined Space, high angle, low angle, trench, and water rescue. These personnel will train with the INEL Fire Department.

4.1.5 HazMat and Radiological Response

ANL-W shall provide assistance to the INEL Fire Department in the form of HazMat qualified technicians.

Qualifications in this area are in accordance with 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. These personnel will train with the INEL Fire Department. These personnel will be available to assist in recovery operations, as necessary.

4.1.6 First Responder Medical Personnel (40 hour)

ANL-W shall provide assistance to the INEL Fire Department in the form of qualified technicians. These personnel will train with the INEL Fire Department.

4.1.7 Fire Operations Technicians

ANL-W shall provide assistance to the INEL Fire Department in the form of Fire Operations qualified technicians. These personnel will train with the INEL Fire Department.

4.1.8 Incident Response Team

ANL-W shall provide assistance to the INEL Fire Department in the form of Incident Response Team personnel. These personnel will train with the INEL Fire Department.

4.1.9 Emergency Management Liaison

ANL-W shall provide assistance to the INEL Fire Department in the form of an Emergency Management Liaison. These personnel will train with the INEL Fire Department.

4.2 INEL Fire Department Responsibilities

It is the responsibility of the INEL Fire Department to provide ANL-W with a qualified, trained response team to be stationed at ANL-W 24 hours per day. This team must be qualified at a minimum as Firefighters, Radiation Worker II, State of Idaho Emergency Medical Technicians, Hazardous Material Technicians, and Technical Rescue Technicians. INEL Fire Department personnel, permanently assigned to ANL-W, shall maintain facility specific and General Employee Training (GET). Additional support from other INEL Fire Stations shall be available at the Senior Fire Officer's request. Additional responders shall maintain familiarity with the facilities and hazards of ANL-W (General Employee Training).

This team must be appropriately equipped so as to respond in an expeditious manner to potential and actual emergencies and occurrences, as required at ANL-W. This capability shall be maintained on a 24 hour per day basis.

4.2.1 Emergency Plans and Procedures

The INEL Fire Department is responsible for developing, maintaining, and providing ANL-W with copies of the ANL-W Pre-Fire Plans. The Fire Department shall also provide copies of INEL Fire Standard Operating Guidelines and any implementing procedures related to emergency response activities as they apply to ANL-W upon request.

4.2.2 Management, Direction, and Control of Emergency Response Actions

The INEL Fire Department has primary responsibility for mitigation of fire, conduct of search, and rescue operations, response to medical emergencies, and HazMat response.

When responding to events at ANL-W, the Senior Fire Officer from INEL Fire Department shall assume the role of On-Scene Commander/Incident Commander. The On-Scene Commander shall have an ALL-CALL message made terminating confine space entries when emergency response staffing on-site drops below that required to make-up a rescue team.

ANL-W management will assume the role of Incident Commander if the event escalates to the point where strategic goals cannot be accomplished under the direction of the On-Scene Commander. The ANL-W EAM, assuming the role of IC, may activate the ANL-W ECC establishing a command center to obtain pertinent information regarding the event, assist in personnel accountability, and recommend protective actions.

The Senior Fire Officer shall establish lines of communication with the ANL-W EAM to request additional assistance, maintain accountability of personnel, and provide event information to the ECC. The Senior Fire Officer is responsible for the safety of the firefighters and Incident Response Team members.

For emergencies/occurrences originating at ANL-W that exceed the response capabilities of the personnel at INEL Fire Station #2, the Senior Fire Officer will request additional assistance from the INEL Fire Department or off-site mutual aid resources, as appropriate. The INEL Fire Department shall ensure a call-back program is in place and functional to obtain additional firefighter assistance for emergency response.

The INEL Fire Department shall interface with the ANL-W Emergency Management Coordinator on emergency planning and preparedness mutual aid issues.

4.2.3 ANL-W Specific Training, Drills, and Exercises

The INEL Fire Department will ensure that each crew member responding from Station #2 be qualified to the appropriate standards commensurate with the duties and functions the firefighters are expected to perform. The INEL Fire Department will ensure that firefighters are trained to the ANL-W Emergency Management Plan, the ANL-W Hazards Assessment, and any applicable procedures related to emergency responses occurring at ANL-W. Crew members assigned to Station #2 shall maintain both ANL-W Site specific and facility specific training qualifications.

The INEL Fire Department and the ANL-W Emergency Management Coordinator shall participate jointly in developing and participating in drill and exercise scenarios for ANL-W. These scenarios shall be representative of the hazards likely to be encountered at ANL-W, whenever possible.

4.2.4 Medical Response

The INEL Fire Department shall ensure that all crew members stationed at Fire Station #2 are trained, proficient, and certified as State of Idaho Emergency Medical Technicians, as a minimum. The INEL Fire Department shall respond to medical emergencies at ANL-W, including TREAT, on Taylor Boulevard, and Highway 20, as appropriate.

4.2.5 HazMat and Radiological Response

The INEL Fire Department shall ensure that all crew members stationed at Fire Station #2 are trained, proficient, and certified as Hazardous Material Technicians as delineated in 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. The INEL Fire Department shall respond to HazMat emergencies at ANL-W, including TREAT, on Taylor Boulevard, and Highway 20, as appropriate. The INEL Fire Department shall respond to Staging for all criticality and high radiation events. The IC shall use the INEL Fire Department for search and rescue, as necessary.

4.2.6 Technical Rescue

The INEL Fire Department shall ensure that all crew members stationed at Fire Station #2 are trained, proficient, and certified as Technical Rescue Technicians as delineated in 29 CFR 1910.146, OSHA General Industry Standard: Permit Required Confined Space, high angle, low

angle, trench, and water rescue. The INEL Fire Department shall respond to Technical Rescue emergencies at ANL-W.

The INEL Fire Department shall participate in the evaluation of permitted confined space entries to determine rescue requirements and a response plan prior to entries.

4.3 INEL/ANL-W Fire Alarm System Interface

4.3.1 ANL-W Responsibilities

It is the responsibility of ANL-W to ensure that the ANL-W facilities are provided with fire alarm monitoring, annunciation, and supervision systems as required by the applicable DOE Orders.

ANL-W shall provide for the installation, inspection, testing, and maintenance of all ANL-W fire alarm systems.

ANL-W shall provide Honeywell fire alarm control consoles at the INEL Fire Station #2, and the ANL-W Fire Alarm Control Center(s). ANL-W shall provide all inspection, testing, and maintenance of the control consoles.

ANL-W shall ensure that the Fire Alarm Control Center and Fire Station #2 are notified prior to any inspection, testing, and maintenance of the ANL-W fire alarm system.

4.3.2 INEL Fire Department Responsibilities

It is the responsibility of the INEL Fire Department personnel on duty at Fire Station #2 to provide the services, listed below, to support the INEL/ANL-W fire alarm system.

All dayshift activities will be coordinated with the ANL-W Life Safety Systems Group. All fire alarm supervisory or trouble signals, will be reported to the ANL-W Life Safety Systems Group immediately.

All backshift activities will be coordinated with the ANL-W EBR-II Shift Supervisor. All fire alarm supervisory or trouble signals will be reported to the ANL-W Shift Supervisor immediately.

4.3.3 ANL-W Alarm Center Responsibilities

It is the responsibility of the ANL-W Alarm Center to provide all Proprietary Supervising Station services as required by NFPA 72 for ANL-W with the exception of the responsibilities listed in Section 4.3.2.

The ANL-W Alarm Center shall monitor the ANL-W fire alarm signals by means of the Honeywell fire alarm control console located at the ANL-W Alarm Center. This service shall be provided for all normal and backshifts.

All dayshift activities shall be coordinated with the ANL-W Life Safety Systems group. All fire alarm supervisory or trouble alarms shall be reported to the ANL-W Life Safety Systems group immediately.

All backshift activities will be coordinated with the ANL-W EBR-II Shift Supervisor. All backshift fire alarm supervisory or trouble signals will be reported to the ANL-W Shift Supervisor immediately.

4.4 Water Supply Systems Maintenance

The INEL Fire Department shall conduct the monthly inspection of the ANL-W water supply systems in accordance with ANL-W Procedure W7340-9004-MP "Monthly Inspection of ANL-W Water Supply Systems." This monthly visual inspection includes: fire sprinkler system risers, post indicating valves (PIVs), fire department connections (FDCs), hose stations (HSs), and fire hydrants (FHs) and should be conducted during walkthrough building inspections. Any discrepancies/deficiencies shall be included in the monthly reports and shall be submitted to the Manager, ANL-W Life Safety Systems. The INEL Fire Department shall provide all hydrostatic testing of ANL-W hose station hoses, as required.

4.5 Pre-Fire Plans

The INEL Fire Department shall develop in cooperation with the ANL-W Fire Protection Engineer and maintain pre-fire plans for buildings designated by the ANL-W Fire Protection Engineer. Pre-fire plans must be reviewed and approved by the ANL-W Fire Protection Engineer.

Pre-fire plans shall be reviewed by the INEL Fire Department as follows:

- Review of major facility pre-fire plans shall be conducted at least every three years.

- Review of minor facility pre-fire plans shall be conducted at least every five years.
- Provide pre-fire planning for facilities that are undergoing modification or newly built facilities either at completion of construction or annually for long term projects.

The INEL Fire Department shall provide approved copies of the ANL-W pre-fire plans to the ANL-W Emergency Management Coordinator and the ANL-W Fire Protection Engineer.

4.6 Incident Reports

INEL Fire Department personnel stationed at ANL-W shall complete and forward copies of INEL Fire Department Incident Reports originating from Fire Station #2 as follows:

- Copies of ambulance/medical incident reports shall be submitted to the ANL-W Dispensary.
- Copies of fire incident reports and associated documents shall be submitted to the ANL-W Fire Protection Engineer.
- Copies of incident reports of any other nature shall be submitted to the ANL-W Emergency Management Coordinator.

The INEL Fire Department shall furnish ANL-W with a copy of the Annual INEL Response Trending Data. Critiques of drills, exercises, and actual events shall be conducted jointly, as appropriate.

4.7 Confined Space Evaluations

The INEL Fire Department shall conduct pre-incident plans and entry evaluations for confined spaces at ANL-W. These evaluations shall be documented on the Confined Space Evaluation Form and conducted as appropriate.

4.8 Medical Assistance

The INEL Fire Department shall provide non-emergency assistance, as available, to the ANL-W Dispensary as requested by the ANL-W Nursing staff, e.g. holding Blood Pressure Clinics, preparatory work (blood pressure, height, weight) required for physical examination.

4.9 Training Provided by INEL Fire Department

The INEL Fire Department shall provide ANL-W ERO personnel with the following training:

Hazardous Materials Technician - The INEL Fire Department shall provide proficiency training to ERO personnel qualified as HazMat Technicians. This training shall be designed to fulfill the requirements established in 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.

First Responder Medical - The INEL Fire Department shall provide proficiency training to ERO personnel qualified as 40 Hour First Responder Medical. This training will be held as part of the INEL Fire Department Emergency Medical Technician training.

Technical Rescue Training - The INEL Fire Department shall provide Technical Rescue proficiency training to ANL-W personnel. This training shall be designed to fulfill the requirements established in 29 CFR 1910.146, Permit Required Confined Spaces for General Industry and Section VI, Chapter 18, Confined Spaces in the ANL-W ES&H Manual.

First Aid/CPR - The INEL Fire Department shall provide initial and proficiency training in First Aid/CPR for ANL-W personnel. This training shall be conducted in accordance with national accepted standards and guidelines.

Fire Extinguisher Operations Training - The INEL Fire Department shall provide initial and proficiency training in fire extinguisher operations for ANL-W personnel. Additionally, fire watch training will be developed jointly between ANL-W and the INEL Fire Department for ANL-W facilities. The INEL Fire Department shall provide fire watch training. This training shall be conducted in accordance with the 29 CFR 1910.157 Portable Fire Extinguisher.

4.10 Additional Support (INEL Fire Department)

The INEL Fire Department shall provide ANL-W with daily facility/building fire/safety inspections. Fire/safety concerns shall be addressed with the ANL-W Fire Protection Engineer.

The INEL Fire Department shall provide ANL-W with technical review of all ANL-W Emergency and Contingency Plans. Concerns with these plans shall be addressed with the ANL-W Emergency Management Coordinator.

The INEL Fire Department shall provide the ANL-W Fire Protection Engineer copies of the INEL Fire Department Standard Operating Guidelines and revisions.

4.11 Mutual Aid

ANL-W will provide the INEL and INEL Fire Department with Mutual Aid assistance for emergency events as requested through the ANL-W Emergency Action Manager, e.g., the INEL Reciprocal Assistance Agreement with other Fire Departments in Southeastern Idaho.

4.12 Performance Indicators

ANL-W Emergency Management Coordinator and the ANL-W Fire Protection Engineer shall work with the INEL Fire Department to jointly develop and implement performance indicators. These performance indicators shall be used to monitor the performance of the INEL Fire Department and ANL-W. The INEL Fire Department is currently providing DOE-ID with performance indicators. A copy of these shall be supplied to the ANL-W Fire Protection Engineer and the ANL-W Emergency Management Coordinator.

4.13 Discussions

The ANL-W Emergency Management Coordinator, the ANL-W Fire Protection Engineer, the ANL-W Manager, Radiation, Fire & Safety (RFS), ANL-W Emergency Action Managers, the Captains from INEL Fire Station #2, the Battalion Chiefs, Deputy Chief and Chief of the INEL Fire Department shall meet at least quarterly to discuss issues relating to ANL-W and the INEL Fire Department. These discussions shall focus on lessons learned, training topics and issues, and any other open items. Minutes shall be taken and provided to attendees. Other personnel may be in attendance at the request of any involved parties.

5.0 QUALITY ASSURANCE

ANL-W and/or the INEL Fire Department may elect to conduct surveillance or audits to establish a level of confidence as well as test procedures and training.

The INEL Fire Department will consult with ANL-W representatives on any permanent staffing assignments for the fire station located at the ANL-W site.

Changes to the ANL-W Emergency Response Organization will be discussed with INEL Fire Department personnel prior to implementation.

6.0 REFERENCES

- ANL-W Procedures Manual
- ANL-W Emergency Management Plan
- Hazards Assessment for ANL-W
- 29 CFR 1910.120 - Hazardous waste operations and emergency response
- 29 CFR 1910.146 - Permit-required confined spaces
- 29 CFR 1910.157 - Portable Fire Extinguishers
- Applicable NFPA Standards
- Applicable State of Idaho Standards